



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: June 15, 2016
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 96,490.57
- Expense Warrant: \$ 138,748.99

For Your Information/Follow Up:

- I was pleased to attend the Fire Department cookout and awards ceremony on Sunday afternoon. Congratulations go out again to Gary Shultz – Firefighter of the year award, Chip Delarda – EMT/Paramedic of the year, and Anthony Cervassi – Fire Officer of the year.
- We continue with the improvements planned at Lakeview cemetery – there is a new section of wood fencing at the back of the property along the pond, and paving of two more streets. In the next year we will work with the Commissioners to purchase and install a new entrance sign.
- Beginning July 1st the Town Hall hours will change slightly. We will be opening an hour earlier than we have been on Tuesdays. The switch to an 8:00 AM start will mean that we will be open for business at the same time of day all five days per week. Signage outside the building will be changed as well.
- Just a reminder to all that as the fiscal year closes, all invoices need to be turned in for payment no later than July 1st for processing, and any grant reimbursement requests to agencies that owe us money also need to be filed so as to receive the funds before we close the books so as to not negatively affect free cash. Anyone with questions should contact Town Accountant Kenny Costa.
- Construction continues on the new upper parking lot at Kiwanis Beach. The basic road layout has been installed and the parking lot area is taking shape. Our main concern for cost overruns was additional ledge but we have not found any so work is progressing smoothly.
- The Personnel Board's training session on interviewing skills led by Bob Carnegie was well received on Tuesday. We had about 16 people attend and all seemed to appreciate the training in how to choose and interview candidates, as well as the types of questions that can be asked legally, and those that cannot.
- The Planning Board met on Tuesday night and discussed the proposed Village Center zoning bylaw. They made a few amendments to the draft proposed by CMRPC and would like to schedule a joint meeting of the Selectmen and Zoning Board of Appeals at

BOARD OF SELECTMEN
James A. Brochu, Chairman
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some point this summer to review it. The next step after that would be an informational hearing to which all property owners in the new district would be invited in order to gather comment and if necessary refine the document further before placing it on the Special Town Meeting warrant for November.

- Our electricity aggregation plan continues to move forward. We had a conference call this week with the State Department of Energy Resources to review the plan as part of their approval process and that went well.
- There are two important town events on scheduled for Saturday, June 25th:
 - Board of Health – Paper Shredding Collection – VFW – 9 AM to Noon
 - Men’s Club fireworks – at BVT